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CFETP 3M0X1  
Parts I and II  
1 September 2010

**AFSC 3M0X1**

**SERVICES**



**Basic**



**Senior**



**Master**

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# **CAREER FIELD EDUCATION AND TRAINING PLAN**

## **SERVICES SPECIALTY**

### **AFSC 3M0X1**

## **TABLE OF CONTENTS**

### **Part I**

Preface.....	1
Abbreviations and Terms Explained.....	3
Section A -- General Information.....	7
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
Section B -- AFS Progression and Information.....	8
Specialty Descriptions	
Skill and Career Progression	
Helper Level (1)	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Training Decisions	
Community College of the Air Force	
Career Field Path	
Section C -- Skill Level Training Requirements.....	12
Purpose	
Specialty Qualification Training Requirements Training Requirements	
Helper Level (1)	
Apprentice Level (3)	
Journeyman Level (5)	
Craftsman Level (7)	
Superintendent Level (9)	
Section D -- Resource Constraints.....	24
Section E -- Transition Training Guide .....	24
"There are currently no transition training requirements. This area is reserved."	

## Part II

Section A -- Specialty Training Standard.....	26
Implementation	
Purpose	
Section B -- Course Objective List.....	49
Section C -- Support Materials.....	49
Purpose	
Services Training Aids	
Section D -- Training Course Index.....	50
Purpose	
Air Force In-Residence Courses	
Air University (CDC) Courses	
Exportable Courses	
Mobile Training Teams	
Air University Resident Courses	
Section E -- MAJCOM Unique Requirements.....	51
AFSPC Missile Chefs	

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**SERVICES SPECIALTY  
AFSC 3M0X1  
CAREER FIELD EDUCATION AND TRAINING PLAN**

**PART I**

***Preface***

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education/training requirements, training support resources, and minimum wartime task requirements for the Services career field. The CFETP provides a clear career path to success and provides guidance in all aspects of career field training.

NOTE: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the Services specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the Services career field.

2.1.1. Section A, General Information: This section states the purpose of the CFETP, its use, and describes the procedures for coordinating and obtaining approval for update and publication.

2.1.2. Section B, AFS Progression and Information: This section provides AFS duties and job progression information.

2.1.3. Section C, Skill Level Training Requirements: This section lists all mandatory training requirements for each skill level.

2.1.4. Section D, Resource Constraints: This section identifies all resource constraints that will impact the execution of education and training such as funds, equipment, and manpower.

2.1.5. Section E, Transition Training Guide: Not currently required in the 3M0X1 Career Field. This is only required if merging specialties.

2.2. Part II includes the following:

2.2.1. Section A, Specialty Training Standard: Identifies the Specialty Training Standard (STS), technical references to support training, Air Education and Training Command (AETC) conducted training, and correspondence course requirements.

2.2.2. Section B, Course Objective List: Contains the course objective list and training standards which supervisors will use to determine if Airmen satisfied training requirements.

2.2.3. Section C, Support Materials: Identifies references and other support materials.

2.2.4. Section D, Training Course Index: Identifies a training course index supervisors can use to determine recourses available to support training. Included are both mandatory and optional courses.

2.2.5. Section E, MAJCOM Unique Requirements: Includes any requirements unique to a specific MAJCOM. MAJCOM Functional Managers (MFMs) will meet their education and training requirements.

### ***Acronyms and Glossary of Terms***

This section provides a common understanding of the acronyms and terms that apply to the Services CFETP.

#### **Acronyms:**

**AAFES** - Army and Air Force Exchange Service.

**ACC** - Air Combat Command

**ACSM** - American College of Sports Medicine

**AEF** - Aerospace Expeditionary Force

**AFCFM/CFM** - Air Force Career Field Manager

**AFECD** - Air Force Enlisted Classification Directory

**AFHRMS** - Air Force Human Resource Management School

**AFI** -Air Force Instruction

**AFMAN** - Air Force Manual

**AFOD** - Air Force Operational Directive

**AFOSH STD** - Air Force Occupational Safety and Health Standard

**AFPD** - Air Force Policy Directive

**AFTR** - Air Force Training Record

**ANG** - Air National Guard

**APF** - Appropriated Funds

**ART** - AEF Reporting Tool

**AU A4/6** - Air University, Education Logistics and Communication

**BAH** - Basic Allowance for Housing

**CCAF** - Community College of the Air Force

**CDC** - Career Development Course

**CFETP** - Career Field Education and Training Plan

**CFS** - Corporate Food Service

**COL** - Course Objective List

**CoP** - Community of Practice

**CT** - Continuation Training

**DoDI** - Department of Defense Instruction

**DRMD** - Deployment Requirements Manning Document  
**ECPD** Eaker Center for Professional Development  
**EOP** - Emergency Operating Procedure  
**FAC** - Functional Account Code  
**FIP** - Fitness Improvement Program  
**FLO** - Family Liaison Officer  
**FSCT** - Force Support Combat Training  
**FSKC** - Force Support Knowledge Center  
**FSRT** - Fatality Search and Recovery Team  
**GPC** - Government Purchase Card  
**HAWC** - Health and Wellness Center  
**HQ** - Headquarters  
**HQ AFSVA** - Headquarters Air Force Services Agency  
**HSRT** - Home Station and Readiness Training  
**LRC** - Learning Resource Center  
**LTS** - Lodging Touch System  
**MAJCOM** - Major Command  
**MFM** - MAJCOM Functional Manager  
**MRE** - Meal-Ready-to-Eat  
**MTL** - Master Task Listing  
**MTT** - Mobile Training Teams  
**NAF** - Non-appropriated Funds  
**OJT** - On the Job Training  
**OPSEC** - Operations Security  
**OAR** - Occupational Analysis Report  
**PAD** - Program Action Directive  
**QA** - Quality Assurance  
**QAP** - Quality Assurance Personnel  
**QASP** - Quality Assurance Surveillance Plan  
**RIBS** - Readiness In Base Services  
**SAP** - Survivor Assistance Program  
**SEI** - Special Experience Identifier  
**SKT** - Subject Knowledge Test  
**STA** - Services Training Aid  
**STORES** - Subsistence Total Ordering Receipt Electronic System  
**STRT** - Specialty Training Requirements Team  
**TLA** - Temporary Lodging Allowance  
**TLE** - Temporary Lodging Entitlement  
**TM** - Training Manual  
**TO** - Technical Order  
**TPFDD** - Time Phase Force Deployment Data  
**UGR** - Unitized Group Rations  
**UGT** - Upgrade Training  
**USDA** - United States Department of Agriculture  
**UTC** - Unit Type Codes  
**WFRR** - War Fighting Requirements Review  
**WMP 1** - War and Mobilization Plan Volume 1  
**WRM** - War Reserve Material

## **Glossary of Terms:**

**Advanced Training (AT)** - Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

**Air Force Career Field Manager (AFCFM/CFM)** - Overall manager and approval authority for all matters affecting training for the Air Force Specialty Codes (AFSC) they manage, including authority for waiving mandatory requirements.

**Air University, Education Logistics and Communication (AU A4/6)** - Manages most CDC and specialized course manuscripts for the Air Force. Publications are sent to AU A4/6A for review, editing, test construction, publication, and administration.

**Air Force Job Qualification Standard (AFJQS)** - Training documents approved by the AFCFM for a particular job type or duty position within an AFS.

**Air Force Specialty (AFS)** - A group of positions (with the same title and code) that require common qualifications. (i.e. Services)

**Air Force Specialty Code (AFSC)** - A combination of numbers and alpha characters used to identify an AFS. (i.e. 3M0X1)

**Air Force Training Record (AFTR)** - The electronic format used to document training records for OJT, UGT, HSRT, Ancillary Training, and all other training requirements. This electronic format is replacing SMARTS for the Air National Guard.

**Career Development Course (CDC)** - Self-study correspondence courses that provide Airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force OJT program and the Air Force promotion system.

**Career Field Education and Training Plan (CFETP)** - CFETP is a comprehensive core training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training. Ref. AFI 36-2201V5, paragraph 3.1

**Certification** - A formal indication of an individual's ability to perform a task to required standards.



**Certification Official** - A person whom the commander assigns to determine an individual's ability to perform a task to required standards. Certifiers must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed Air Force Trainers Course. Certification official will not be the trainer.

**Community College of the Air Force (CCAF)** - A fully accredited educational institution created to meet the needs of Air Force enlisted personnel.

**Continuation Training (CT)** - Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments (i.e. SEI).

**Core Task** - Those tasks identified by the AFCFM as a minimum qualification requirement for 5- and 7-level upgrade training. Core tasks are denoted with an asterisk or number in Part II, Column 2 of the CFETP. Core tasks identified with an asterisk or a 5 must be accomplished by members in 5-level upgrade training within the core area they are currently assigned. Core tasks identified with an asterisk or a 7 must be accomplished by members in 7-level upgrade training for the two core areas the member is receiving credit. The individual must demonstrate they can perform the task based on a Go/No Go standard for that skill level using the Services Training Aid (STA) checklists. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL)** - A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- , 5-, or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Military Training Programs*.

**Exportable Courses** - Additional courses via computer assisted, paper text, interactive video, or other means necessary to supplement training.

**Fatality Search and Recovery Team (FSRT)** - A team specifically trained and equipped to handle search and recovery operations in a Chemical, Biological, Radiological, and Nuclear environment and with multiple comingled remains.

**Go** - The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision; meeting the task standard.

**Home Station Readiness Training (HSRT)** - Training that consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty specific training based on UTC assignment and ancillary training such as weapons qualification, CBRNE defense training and self-aid and buddy care.

**HQ Air Force Services Agency (AFSVA)** - Develops and executes training approved in the career path for Services personnel. Makes certain functional training is coordinated with the AFCFM to ensure career field needs are in tandem with AETC.

**Initial Skills Training** - The formal school course that results in a 3M031 AFSC for enlisted personnel after the completion of basic training or once an individual has selected to retrain into the Services career field.

**MAJCOM Functional Manager (MFM)** - Managers who provide technical assistance to AFCFM and commanders.

**No Go** - Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Member does not meet task standard.

**On-the-Job Training (OJT)** - Hands on, “over-the-shoulder” observation and/or instruction conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification) training. The AF OJT program consists of three components. The first component, job knowledge, is satisfied through career development courses (CDCs). It is designed to provide basic knowledge across a wide spectrum of subjects pertaining to a career field. When CDCs are not available trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on the job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/unit type code (UTC) task knowledge, applicable to the Air Force Specialty Code (AFSC), is gained through a planned program of study involving CDCs or technical references listed in the applicable CFETP.

**Performance Standard** - Tasks that are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. (“Go” level equates to 3c in the STS proficiency code key).

**Proficiency Training** - Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge based on duty position.

**Qualification Training (QT)** - Hands-on performance training designed to qualify an Airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Resource Constraints** - Resource deficiencies such as money, facilities, time, manpower, and equipment that preclude delivery of desired training.

**Services Core Areas** - The following are the Services core areas: Food Service, Lodging, Fitness and Sports, and Readiness.

**Services Training Aid (STA)** - STA is a HQ AFSVA developed program designed to help training managers and trainers conduct effective, standardized training throughout the Services career field. It lists or references the information necessary to conduct training. STAs will be used when accomplishing core training requirements and as well as other job qualification tasks as determined necessary by the supervisor.

**Specialty Training Standard (STS)** - An Air Force publication (typically inserted as Part II of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on-the-job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Specialty Training Requirements Team (STRT)** - Formerly known as the U&TW, the STRT is a forum of primary participants (11 MAJCOM POCs, 1 HQ AFSVA POC, ARC personnel, AFS SMEs) to determine the education and training requirements of the career field based on OAR data and changing needs. The CFETP will be approved at the close of the STRT. SMEs and HQ AFSVA provide guidance for each task that is taught.

**Trainer** - A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Trainers must be qualified to perform the task being trained, and have completed the Air Force Trainers Course.

**Training Deficiency** - Required training that could not be conducted.

**Upgrade Training (UGT)** - Mandatory training leading to the award of a higher skill level of proficiency.

**Unit Training Manager (UTM)** - Unit focal point for all training related questions, needs, requirements, or assistance.

## **SECTION A -- GENERAL INFORMATION**

**1. Purpose.** The CFETP provides information necessary for the AFCFM, MFMs, commanders, UTMs, supervisors, and trainers to plan, develop, manage, and conduct effective and efficient career field training programs. This plan outlines the training requirements an individual in this AFS should receive in order to develop and progress through their career. This plan identifies initial skills, upgrade qualification, advanced and proficiency training. Individuals receive initial skills training upon entry into this career field. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence courses required for award of the 5-, 7-, and 9-skill levels. These courses are provided to personnel to increase the skill and knowledge required for upgrade. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airman. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the Services career field training program. It is used to help supervisors identify training requirements throughout an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and provides the training method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

**2. Use of the CFETP.** The plan will be used by MFMs, UTMs, supervisors and trainees at all levels to ensure comprehensive and cohesive training programs are available for everyone in Services.

2.1. AETC and HQ AFSVA training personnel will develop or revise formal resident, nonresident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with AFCFM to develop acquisition strategies for obtaining resources needed to provide identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory

initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as reference to support training.

2.4. This document is guidance for supervisors at all levels to conduct/monitor training and mentor trainees throughout their careers. Supporting documents, AFIs, and applicable references should be used along with this publication.

**3. Coordination and Approval.** The AFCFM is the approval authority. The AFCFM initiates an annual review of this document to ensure currency and accuracy. MAJCOM, HQ AFSVA representatives, and AETC training personnel will identify and coordinate on career field training requirements.

## ***SECTION B -- Services Progression and Information***

### **4. Specialty Descriptions.**

4.1 Specialty Summary. Manages and directs Force Support programs, operations, and retail operations. Supervises and works in food service, lodging, recreation, fitness and sports, laundry, mortuary affairs, honor guard, protocol, missile alert facilities and Force Support readiness. Operates automated information management systems. Related DoD Occupational Subgroups: 180000.

#### **4.2. Duties and Responsibilities.**

4.2.1. Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves customer complaints. Applies accounting principles to control resources. Determines APF and NAF budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for APF and NAF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages APF and NAF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Operates and supervises automated accounting, requisitioning, and reporting systems. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food service, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel.

4.2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action.

4.2.3. Performs Services functions. Operates fixed, bare base, missile alert facilities and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Ascertains occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files. Serves as Base and MAJCOM level protocol NCO. Works with general officers, escorts distinguished visitors, advises, setup and precedence during official ceremonies.

## **5. Skill and Career Progression**

5.1 Helper (1) Level - The 1-skill level identifies enlisted personnel initially classified in an AFS when entering the Air Force or when retraining. Helpers are assigned to the Services Academy to complete the Services Apprentice Course.

5.2. Apprentice (3) Level - The 3-skill level identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of the Services Apprentice Course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). Primary positions for Services apprentice Airmen include: dining facility cooks, missile chefs, fitness center apprentices, and lodging front desk clerks. FSCT and HSRT will continue throughout career development.

5.3. Journeyman (5) Level - The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and upon promotion to staff sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Primary positions for Services journeymen Airmen include: dining facility shift leaders, fitness center technicians, and lodging front desk clerks. Services journeymen assigned as shift leaders are eligible to complete the Shift Leader MTT course. Fitness center personnel must complete the Fitness Specialist in-residence or

MTT course within 180 days of an assignment to a fitness center. HQ AFSVA offers several mid-level courses to include: food operations, missile chefs, lodging operations, and readiness management. Air University (AFHRMS) offers courses for mortuary affairs and protocol. FSCT and HSRT will continue throughout career development.

Airman Leadership School will be attended upon selection to SSgt. SrA are eligible to apply for instructor duty such as AETC and FSCT instructors.

5.4. Craftsman (7) Level - The 7-skill level identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and have acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Primary positions for Services craftsmen Airmen include: dining facility NCOIC, certified fitness center specialists, lodging NCOIC, readiness NCOIC, protocol specialist, training managers, and section chiefs (MSgts). Fitness center personnel must complete the Fitness Specialist in-residence or MTT course within 180 days of an assignment to a fitness center. SSgts must complete the Services Academy's Activity Manager Course within 12 months after receiving a promotion line number for TSgt. STEP promotees must complete the Services Academy's Activity Manager Course within 12 months of promotion date. This course is recommended for job qualification for ANG and ARC personnel.

HQ AFSVA offers several management courses to include: activity management (pre-requisite), regional Services management, fitness management, food management, lodging management, training management, and readiness management. Air University (AFHRMS) offers courses for mortuary affairs and protocol. FSCT and HSRT will continue throughout career development.

SSgts are encouraged to attend the NCO Professional Enhancement Course. TSgts and TSgt selectees are eligible to attend the NCO Academy.

SSgts and TSgts are eligible to apply for positions as AETC instructors, FSCT/Readiness instructors, protocol, Honor Guard, HQ AFSVA, AFMAO, MAJCOM staff, CCAF Program Manager, and Air Force Executive/JCS Dining Facility.

MSgts should attend the SNCO Professional Enhancement Course prior to pin-on of rank. MSgts are also eligible to attend the SNCO Academy.

MSgts are eligible to apply for MAJCOM/IG positions, FSCT Site Manager, CDC Writer, Services Academy, Services Career Field Training Manager, HQ AFSVA Program Manager, AFMAO Program Manager, MAJCOM Program Manager, AFPC/DPW (AEF Center), and Air Force Executive Dining Facility.

5.5. Superintendent (9) Level - The 9-skill level identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and

sometimes technical) knowledge. Primary positions for Services Superintendent Airmen include: Force Support activity/flight/squadron superintendent, Food Service, Fitness, Readiness and Lodging Section Chief.

SMSGts attend the Force Support Squadron Superintendent Course if they are currently or will be assigned in that position.

SMSGts are eligible to apply for MAJCOM/IG positions, HQ AFSVA Superintendent, MAJCOM Program Manager, AFPC Enlisted Assignments Manager.

5.6. Superintendent (3M000) - CMSGts and CMSGt selectees are top enlisted managers in both highly technical skills and in broad areas of managerial and leadership competence. CMSGts will attend the Chief Leadership Course and other developmental courses as directed by their MAJCOM and AF/DPE.

CMSGts attend the Force Support Squadron Superintendent Course if they are currently or will be assigned in that position.

## **6. Training Decisions**

6.1. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3M0X1 career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. This section outlines decisions made at the STRT held 22-26 Jun 2009.

Based on this approach, the STRT conducted a full review of education and training for the 3M0X1 career field. The major decisions reflected in this section include defining core task requirements, mandatory Services Academy Activity Manager Course for TSgt promotion, and the requirement to establish the Missile Chef Job Qualification Standard (JQS). The group also identified that protocol may be used to satisfy one of the two core area requirements for 7-level upgrade training.

6.2. Core Tasks Required for 5- and 7-Skill Level Upgrade.

6.2.1. Core tasks must be accomplished in the respective core area the member is assigned to be upgraded to the 5-skill level. A definition of core tasks can be found in the Part I Preface under Glossary of Terms.

Core tasks are identified for each Services core area. The individual must demonstrate they can perform the tasks based on a Go/No Go standard using the Services Training Aid (STA) checklists. STA checklists are developed by HQ AFSVA and can be found in the library of the Force Support Knowledge Center, <https://fskc.csd.disa.mil>.



6.2.1.1. The core tasks for each core area are identified by the major STS headings listed below.

Food Service Core:

- 1. Occupational Safety and Health
- 7. Protection of Assets
- 10. Fundamentals of Food Preparation
- 11. Prepare Foods
- 12. Serving Line Techniques
- 13. Storeroom Management
- 14. Sanitation and Personal Hygiene
- 15. Food Service Automation
- 16. Food Service Operations

Lodging Core:

- 1. Occupational Safety and Health
- 7. Protection of Assets
- 20. Lodging Operations
- 25. Recreations and Contingency Operations

Fitness Core:

- 1. Occupational Safety and Health
- 7. Protection of Assets
- 24. Air Force Fitness and Sports Programs
- 25. Recreations and Contingency Operations

Readiness Core:

- 1. Occupational Safety and Health
- 7. Protection of Assets

6.2.2. Core tasks must be accomplished in the two core areas the member is receiving credit for 7-level upgrade training. A definition of core tasks can be found in the Part I Preface under Glossary of Terms.

Core tasks are identified for each Services core area. The individual must demonstrate they can perform the tasks based on a Go/No Go standard using the Services Training Aid (STA) checklists. STA checklists are developed by HQ AFSVA and can be found in the library of the Force Support Knowledge Center, <https://fskc.csd.disa.mil>.

6.2.2.1. The core tasks for each core area are identified by the major STS headings listed below.

Food Service Core:

- 2. Training and Professional Development
- 4. Strategic Capital Improvement Planning
- 10. Fundamentals of Food Preparation
- 11. Prepare Foods

- 12. Serving Line Techniques
- 13. Storeroom Management
- 14. Sanitation and Personal Hygiene
- 15. Food Service Automation
- 16. Food Service Operations

Lodging Core:

- 2. Training and Professional Development
- 4. Strategic Capital Improvement Planning
- 20. Lodging Operations
- 25. Recreations and Contingency Operations

Fitness Core:

- 2. Training and Professional Development
- 4. Strategic Capital Improvement Planning
- 24. Air Force Fitness and Sports Programs
- 25. Recreations and Contingency Operations

Readiness Core:

- 2. Training and Professional Development
- 4. Strategic Capital Improvement Planning

Members receive credit for one core area if they complete a rotation of 18-24 months in protocol.

6.3. Other decisions.

6.3.1. SSgts must complete the Services Academy's Activity Manager Course within 12 months after receiving a promotion line number for TSgt. STEP promotees must complete the Services Academy's Activity Manager Course within 12 months of promotion date.

6.3.2. It was decided that a specific JQS was needed for Missile Chefs. This standard was developed and coordinated by Air Force Space Command and the reference is located under Part II, Section E.

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs for all enlisted Airmen upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree.

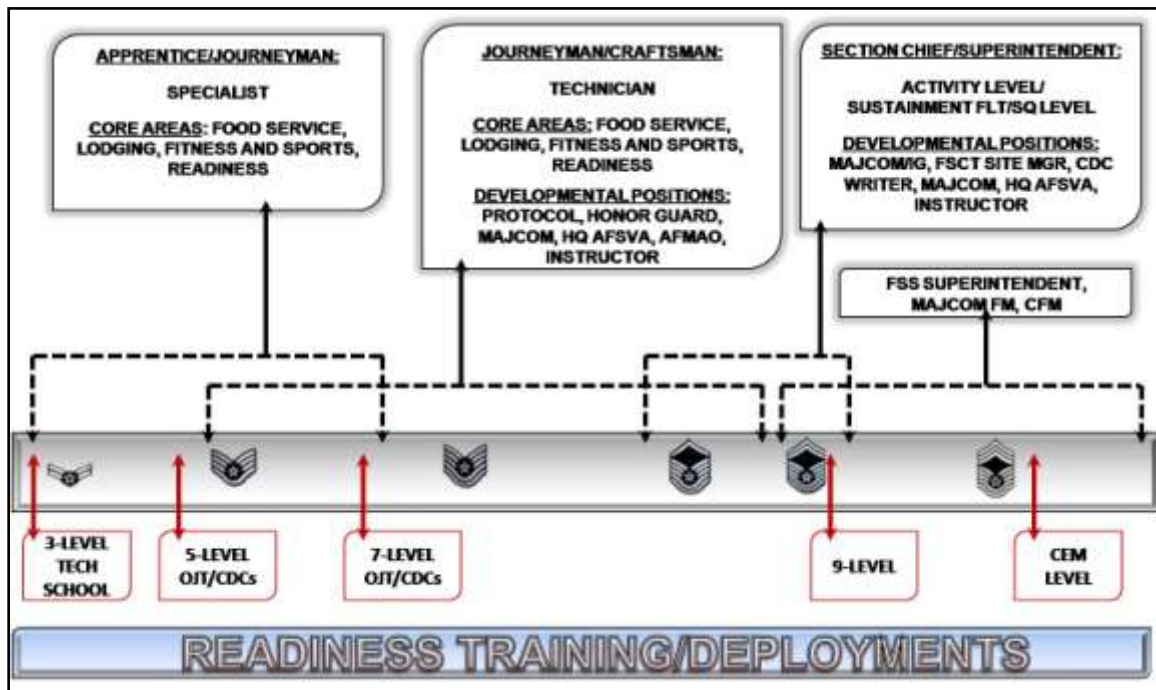
7.1. Degree Requirements. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership Management, and Military Studies	6
Physical Education	4
General Education	15

Program Elective	15
(Technical Education; Leadership, Management, and Military Studies; or General Education)	
Total	64

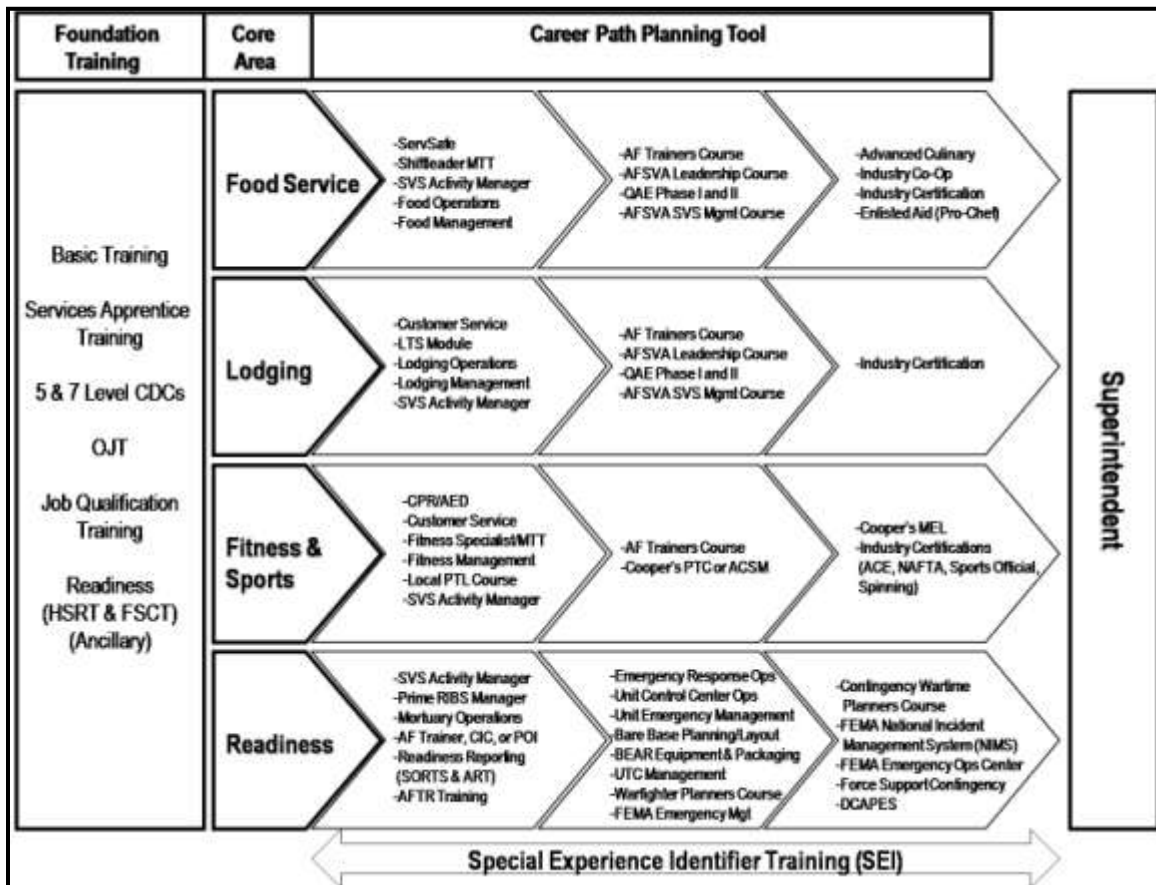
7.2. Additional off-duty education is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an associate degree or should be actively pursuing an associate degree. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours (SH)). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**8. Career Field Path.** The 3M0X1 Career Field Path, Figure 1, is a guide that graphically displays the chronological path for a career Services airman. Members will use this graphic as a guide to reference the appropriate development during their career.



**Figure 1.**  
**Services Career Field Path**

8.1. Services Career Progression Planning Tool. This tool is a recommended guide for Services personnel to progress from apprentice to superintendent. The chart below, Figure 2, details this training based on the four core areas in Services. It is used by members and supervisors as a roadmap to identify appropriate steps for future development. This tool is not mandatory, however it is provided to enhance growth throughout the member's career in the core areas while preparing for superintendent duty.



**Figure 2.**  
**Services Career Progression Planning Tool**

### **SECTION C -- Skill Level Training Requirements**

**9. Purpose.** Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms and establishes mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, STS, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements.**

Air Force Enlisted Classification Directory description:

10.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of services readiness units.

10.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

10.3. Other requirements.

10.3.1. The following are mandatory for entry into the career field: no record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.

10.3.2. The following are mandatory for entry, award, and retention into the Services Career Field: ability to speak distinctly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court.

10.4. Apprentice (3M031).

10.4.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of services readiness units.

10.4.2. Education. Completion of the Services Apprentice Course.

10.4.3. Training. Training is accomplished through completion of the Services Apprentice Course which is mandatory for new accessions into the career field.

10.5. Journeyman (3M051).

10.5.1. Knowledge. Qualification in and possession of AFSC 3M031.

10.5.2. Education. Completion of all 5-level CDCs (Services Journeyman) is mandatory for award of the skill level. To ensure timely completion of CDCs, completion of one volume per month is recommended.

10.5.3. Training. Training will primarily consist of OJT. The specific tasks including core tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.5.4. Experience. Experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

#### 10.6. Craftsman (3M071).

10.6.1. Knowledge. Qualification in and possession of AFSC 3M051.

10.6.2. Education. Completion of all 7-level CDCs (Services Craftsman) is mandatory for award of the skill level.

10.6.3. Training. Training will primarily consist of OJT. The specific tasks including core tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.6.4. Experience. Qualification in two core areas is mandatory for award of the 7-skill level. Core areas in Services are Food Service, Lodging, Fitness and Sports, and Readiness. Individuals must be assigned for a minimum of 18-24 months and meet job qualification requirements to be given credit for each core area. Members receive credit for one core area if they complete a rotation of 18-24 months in protocol.

Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs, readiness functions, protocol activities and recreation operations and programs.

#### 10.7. Superintendent (3M091).

10.7.1. Knowledge. Qualification in and possession of AFSC 3M071.

10.7.2. Education. Force Support Superintendent Course is desired.

10.7.3. Training. Completion of activity manager level courses are desired.

10.7.4. Experience. Experience managing and operating Services specific and Force Support programs such as Food Service, Fitness and Sports, Readiness and Mortuary Affairs, and Lodging.

10.8. Superintendent (3M000).

10.8.1. Education. Force Support Superintendent Course is desired.

10.8.2. Training. Completion of activity manager level courses are desired.

## **11. Training Sources**

11.1. Services Apprentice Course, L3ABR3M031 0L5X is a 248 hr. CCAF accredited course. Successful completion of this course results in the award of AFSC 3M031.

11.2. Fitness Specialist Course, L3ARR3M051 0L5X (in-residence) or L7ART3M051 0L5X (MTT), is an 80 hr CCAF accredited course. Both in-residence and MTT are available for this course.

11.3. Food Service Shift Leader Course, L7ART3M051 0L6X (MTT), is a 72 hr CCAF accredited course taught at various locations.

11.4. Activity Manager Course, L6ONU34M3 0L5X is a 68 hr CCAF accredited web-based course with testing accomplished through the student's local base education office. SSgts must complete the Services Academy's Activity Manager Course within 12 months after receiving a promotion line number for TSgt. STEP promotees must complete the Services Academy's Activity Manager Course within 12 months of promotion date.

11.5. HQ AFSVA Training, refer to HQ AFSVA CoP (<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>) or the Force Support Knowledge Center (<https://fskc.csd.disa.mil/kc/login/login.asp>) for a wide range of classes available to the Services career field.

11.6. Force Support Squadron Superintendent Course. This course is intended for Force Support Squadron Superintendents. It is designed to familiarize attendees with all functional areas within the Force Support Squadron.

11.7. Air University's Ira C. Eaker Center for Professional Development: Air Force Human Resource Management School (AFHRMS) is located at Maxwell AFB, AL and is responsible for leadership development for the Force Support career fields and supervisory development through professional continuing education for the Air Force. Refer to Part II, Section D, paragraph 5.5 of this CFETP for a list of courses applicable to enlisted Services members.

## **11.8. Implementation**

11.8.1. Implementation of the Services career progression path is best represented by showing the timeline in the career of our Airmen. The figures and tables that follow represent how the Air Force Enlisted Force Development path (Figure 3) parallels with the Services Enlisted Force Development (Figure 4).

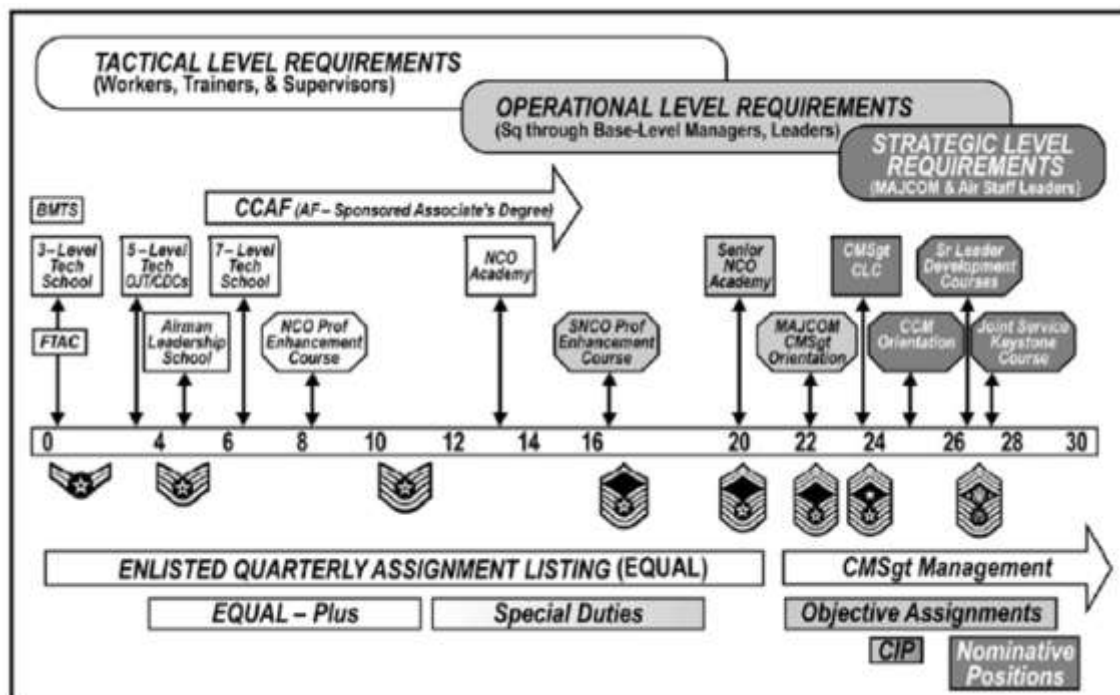


Figure 3.  
Air Force Enlisted Force Development

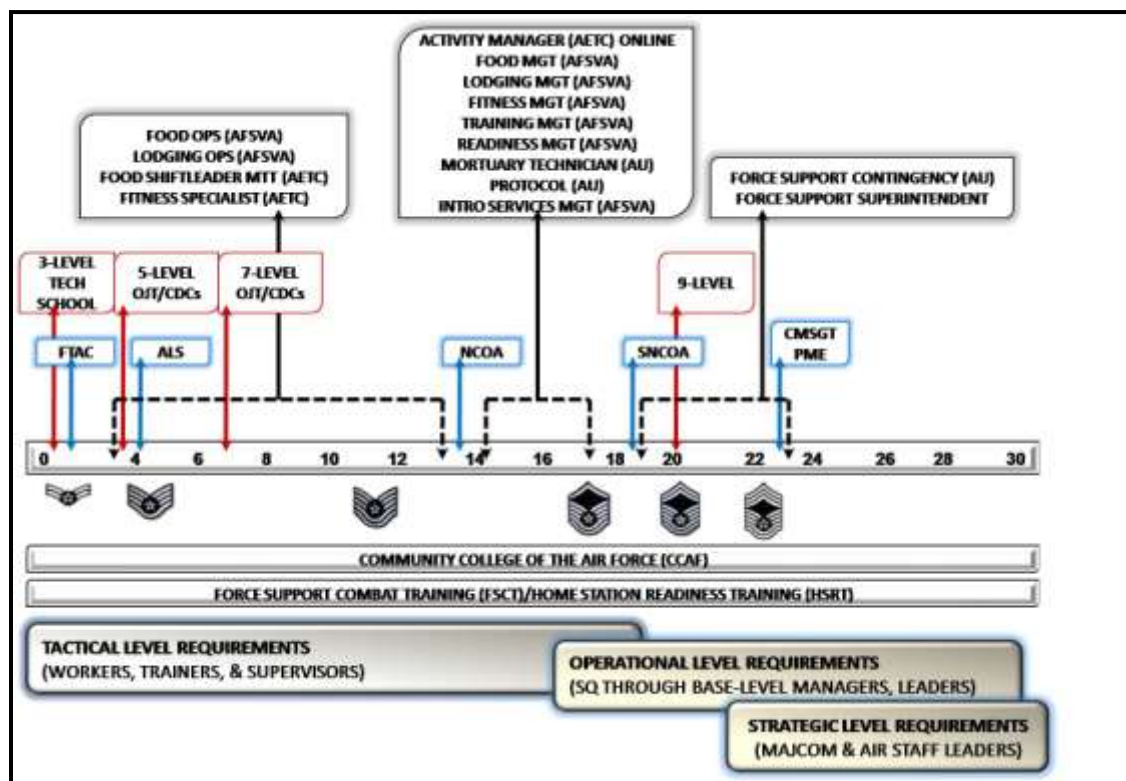


Figure 4.  
Services Enlisted Force Development



## 11.9. Rotation in Core Areas

Rotations in the Services career field are necessary to meet the readiness mission. Services personnel are highly diverse and versatile and as such are tremendously flexible and bring valuable capabilities to the Air Force and joint mission. As a career field, we require our personnel to rotate through the core areas of Food Service, Fitness and Sports, Lodging, and Readiness. Rotation helps ensure we gain experience necessary to function in any given situation both homestation and deployed.

Priority is given for rotation into the four core areas to members in upgrade training. The rotation program is mandatory for AB to SSgt only. Services personnel must accomplish training and be qualified in two of the four core areas in order to obtain the 7-skill level. Qualification in the current core area is required prior to rotating into a new core area. Rotation is at least 18-24 months per core area. Rotations should take place immediately after the AEF deployment vulnerability period.

Rotations for TSgts and above are based on mission needs. Rotations accomplished outside of upgrade training are driven by UTC requirements. Members receive credit for one core area if they complete a rotation of 18-24 months in protocol. Rotation is not mandatory for short/unaccompanied tours.

### 11.10. Sourcing Training for Specialty Experience Identifier (SEI Requirements).

11.10.1. The Services career field has established SEI IAW AFI 36-2101, paragraph 3.13 to rapidly identify already experienced resources to meet unique circumstances, contingency requirements, or management needs. SEIs provide a means to track individuals and identify positions requiring or providing unique experience or training. TSgt - MSGts are eligible to be awarded and fill various SEI coded positions and achieve a higher level of training and experience. This core of enhanced expertise enables our personnel to increase continuity and operations for in garrison and deployed operations.

11.10.2. Commanders must ensure personnel placed in SEI positions have adequate retainability, are highly motivated and customer service focused. Further guidance for selection to SEI coded positions is available through your MFM, CFM, or the HQ AFSVA/CEM, as well as the current version of the Air Force Enlisted Classification Directory.

**Table 1: Active Duty Education and Training Requirements**

EDUCATION AND TRAINING REQUIREMENTS (AD)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b><u>Apprentice Technical School (3 Skill Level)</u></b>				
- Graduate Services Apprentice Course	Amn	6 mos		
- Attend First Term Airman Course (FTAC)	A1C	16 mos		
<b><u>Upgrade to Journeyman (5 Skill Level)</u></b>				
- Minimum 12 months in OJT	Amn			
- Signed off in applicable tasks/core tasks of STS	A1C	10 mos		
- Complete all CDCs	SrA	3 yrs	28 mos	10 yrs
<b><u>Airman Leadership School (ALS)</u></b>				
- Must be SrA with 48 months time in service or SSgt selectee	SrA			
- Resident graduation is a prerequisite for SSgt sew-on (AD Only)				
<b><u>Trainer</u></b>				
- Must attend formal AF Trainer Course and appointed by Commander	None			
- Trainers must be qualified/certified on tasks to be trained				
<b><u>Upgrade to Craftsman (7 Skill Level)</u></b>				
- Minimum 12 months OJT	SSgt	7.5 yrs	3 yrs	20 yrs
- Signed off in applicable tasks/core tasks of STS				
- Must be fully qualified in 2 core areas				
- Complete all CDCs				
<b><u>Other Training</u></b>				
Noncommissioned Professional Enhancement Course	SSgt			
<b><u>Certifier</u></b>				
- Must be at least a SSgt with 5 skill level or civilian equivalent	SSgt			
- Must attend form AF Trainer Course				
- Must be a person other than a trainer				
<b><u>Noncommissioned Officer Academy (NCOA)</u></b>				
- Must be a TSgt or TSgt selectee	TSgt	12.5 yrs	5 yrs	22 yrs
- Resident graduation is prerequisite for MSgt sew-on	MSgt	16 yrs	8 yrs	24 yrs
<b><u>Senior Noncommissioned Officer Academy (SNCOA)</u></b>				
- Graduation is prerequisite for SMSgt sew-on	MSgt			
<b><u>Upgrade to Superintendent (9 Skill Level)</u></b>				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	26 yrs
<b><u>Additional Training</u></b>				
- Chief Leadership Course	CMSgt	21.5 yrs	14 yrs	30 yrs
- MAJCOM CMSgt Orientation				

Note: IAW AFI 36-2201, AFCFM ensures AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable.

**Table 2: Active Duty Retraining Requirements**

<b><u>3-Level Retraining Requirements</u></b>
- Completion of the Initial Skills Course (L3ABR3M031 0L5X). Trainee will be given a training line number upon approval of retraining if applicable.
<b>OR</b>
- If the AFCFM determines an Initial Skills Course quota is not available due to resource constraints, the trainee must have approval of the AFCFM for upgrade to 3-level using the approval process listed below.
- The supervisor will write a training plan that is approved by the Unit Training Manager. The Unit Training Manager will ensure the training plan is coordinated with the MAJCOM Functional Manager as well as the Base Training Manager. The trainee must be signed off on all tasks listed in Part II, STS, Column 4A1. The OJT plan must be completed 6 months from the date entered into upgrade training.
- The trainee must complete other duty position requirements as identified by the supervisor.
- Once the individual has met all training requirements, the Unit Training Manager will prepare a letter, coordinated through the Unit/CC, Services MAJCOM Functional Manager, and approved by the AFCFM.
<b><u>5-Level Retraining Requirements</u></b>
- Complete all 5-level CDCs.
- Complete all 5-level STS line items/core tasks for the assigned core area.
- Other duty position requirements as identified by supervisor.
- Complete minimum of 9 months in UGT.
- Have supervisor recommendation.
<b><u>7-Level Retraining Requirements</u></b>
- Minimum rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items/core tasks for the assigned core area.
- Other duty position requirements as identified by supervisor.
- Complete minimum of 6 months in UGT.
- Have supervisor recommendation.

**Table 3: ARC Enlisted Education and Training Requirements**

EDUCATION AND TRAINING REQUIREMENTS (ARC)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b><u>Apprentice Technical School (3 Skill Level)</u></b>				
- Graduate Services Apprentice Course	Amn A1C	6 mos 16 mos		
<b><u>Upgrade to Journeyman (5 Skill Level)</u></b>				
- Minimum 12 months in OJT - Signed off in applicable core tasks of STS - Complete all CDCs	None			
<b><u>Airman Leadership School (ALS)</u></b>				
- Must be SrA with 48 months time in service or SSgt select - ALS/Correspondence Course required to sew on SSgt	SrA			
<b><u>Trainer</u></b>				
- Must attend formal AF Trainer Course and appointed by Commander - Trainers must be qualified/certified on tasks to be trained - May be 3-lvl if requirements are met IAW AFI 36-2201, V3	None			
<b><u>Upgrade to Craftsman (7 Skill Level)</u></b>				
- Minimum 12 months OJT - Signed off in applicable core areas of STS - Must be fully qualified in 2 core areas - Complete all CDCs	SSgt	4.5 yrs	3 yrs	33 yrs
<b><u>Other Training</u></b>	SSgt			
- Take NCO Professional Enhancement Course (DL) - ANG - Not Required				
<b><u>Certifier</u></b>				
- Must be at least a SSgt with a 5 skill level or civilian equivalent - Must attend form AF Trainer Course - Must be a person other than a trainer	SSgt			
<b><u>Noncommissioned Officer Academy (NCOA)</u></b>				
- Must be a TSgt or TSgt selectee - Resident/correspondence graduation is prerequisite for MSgt	TSgt	8.2 yrs	5 yrs	33 yrs
- ANG - Not Required	MSgt	13.1 yrs	8 yrs	33 yrs
<b><u>Senior Noncommissioned Officer Academy (SNCOA)</u></b>				
- Residence/correspondence graduation is prerequisite for SMSgt	MSgt			

<b><u>Upgrade to Superintendent (9 Skill Level)</u></b>					
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	33 yrs	
<b><u>Additional Training</u></b>					
- Complete Services Academy Activity Managers Course (MSgt-CMSgt) L6ONU34M 0L5X (Optional for ANG) - *Take CMSgt PME (DL) - *MAJCOM CMSgt Orientation - ANG - Chiefs Executive Course (CEC) Optional, attend Chief Leadership Course (CLC) scheduled by ANG Command Chief Master Sergeant's office - Prerequisite for CLC-Completion of CEC	CMSgt	21.5 yrs	14 yrs	30 yrs	
	ANG-CEC must be scheduled within 18 mos of Date of Rank (DOR)				

\* Note: Distance Learning (DL) courses are under revision to be utilized by the ACR and may not be available upon publication of this document.

Note: HYT for Air Reserve Technician (ART) is equal to their civilian service minimum retirement age

**Table 4: ARC Retraining Requirements**

<b>3-Level Retraining Requirements</b>
- Completion of the Initial Skills Course (L3ABR3M0310L5B).
<b>OR</b> Retrainee with prior certification and ARC equivalent of AFCFM approval waiver package. (See Note) IAW AFI 36-2201
<b>OR</b> If retrainee is MSgt or above will submit waiver package (See Note).
- ANG -- Successfully complete the specific courses identified in ANG A1S CoP or by the CFM.
- ANG -- Refer to ANG A1S CoP or CFM for waiver process and approval.
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS.
- ANG -- Will spend 10 days/80 hours (non-consecutive) at an active duty base rotating through each core area.
- Other duty position requirements identified by the supervisor.
<b>5-Level Retraining Requirements</b>
- Minimum 9 months in UGT.
- Complete all 5-level CDCs.
- Complete all 5-level STS line items for the assigned function.
- ANG -- Complete all OJT tasks identified in the MTL.
- Complete Services Academy Activity Manager Course (MSgt-CMSgt) L6ONU34M3 0L5X.
- ANG -- Refer to ANG A1S CoP or CFM.
- ANG -- Successfully complete the specific courses identified in ANG A1S CoP or by the CFM.
- Other duty position tasks identified by supervisor.
<b>7-Level Retraining Requirements</b>
- Rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items for the assigned function.
- ANG -- Complete all 7-level STS items for 2 core areas.
- ANG -- Complete all OJT tasks identified in the MTL for 2 core areas.
- ANG retrainee -- Successfully complete the specific courses identified in ANG A1S CoP or by the CFM.
- Minimum of 9 months in UGT.
- Other duty position tasks as identified by supervisor.

Note: IAW AFI 36-2201, ARC (to include IMAs) HQ-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of AFCFM. Waivers are reviewed for approval/disapproval on case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level, and 7-skill level courses.

## ***SECTION D -- Resource Constraints***

**12. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, such as cost or manpower and an impact statement describing what effect each constraint has on training.

12.1. Apprentice Level Training Constraints: There are no resource constraints at this time.

12.2. Journeyman Level Training Constraints: There are no resource constraints at this time.

12.3. Craftsman Level Training Constraints: There are no resource constraints at this time.

12.4. Superintendent Level Training Constraints: There are no resource constraints at this time.

## ***SECTION E -- Transition Training Guide***

“There are currently no transition training requirements. This area is reserved.”

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

RICHARD Y. NEWTON III  
Lieutenant General, USAF  
DCS/Manpower and Personnel

## Part II

### ***SECTION A -- Specialty Training Standard***

**1. Implementation.** This STS will be used for technical training provided by AETC for Apprentice classes beginning 26 May 2010 and graduating 8 Jul 2010.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies, by asterisk (\*), or number specifying skill level for specialty-wide training requirements.


2.2. Provides certification for OJT. Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date.

2.3. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of initial skills training on the task and knowledge and the career knowledge provided by the correspondence course.

NOTE: All tasks for 3-skill level will be accomplished in an expedited manner during wartime (tasks and knowledge items shown with a proficiency code in column 4A1). Academic days are extended to 12-hours, six days a week for the duration of the course.

2.4. Qualitative Requirements. Figure 5 contains the proficiency key used to indicate the level of training and knowledge provided by resident training and career development courses.



Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<b>Explanations</b> * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)  ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.  - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.  X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.  # This mark is used to indicate automation required for use in reaching the objective but not a substitute for Task Performance.   Core Tasks		

**Figure 5.**  
**Qualitative Requirements**

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

1 OCCUPATIONAL SAFETY AND HEALTH TR: AFI 32-2001, 91-202, 91-204, 91-301, 91-302; Air Force Occupational Safety and Health (AFOSH) STD 91-300, 91-31, 91-43, 91-46								
1.1 AFOSH TR: AFI 91-301						A	A	-
1.2 Work Area Hazards TR: AFI 91-202, 91-204						A	-	-
1.3 Safety Hazards Responses TR: AFI 91-202, 91-204						A	A	B
1.4 Safe Use of Cleaning Agents TR: AFOSH 91-43						A	-	-
1.5 Fire Prevention Procedures TR: AFI 91-302, 32-2001						B	-	-
1.6 Apply Lifting Techniques TR: AFOSH 91-46						2b	-	-
1.7 Apply Safety Practices When Working with Equipment TR: AFOSH 91-31	5					2b	-	-
1.8 Apply Safety Procedures When Working in Facilities TR: AFI 91-301; AFOSH 91-31						2b	-	-
2 TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFDP 10-2, 10-11; AFI 10-214, 38-101, 34-254, and 36-2101 V1-V5; Enlisted Classification Directory; Services 3M0X1 CFETP, HQ AFSVA CoP								
2.1 Force Support Squadron Overview						A	-	-
2.2 Services Enlisted Career Overview TR: AFI 34-254; Services 3M0X1 CFETP						A	A	-
2.3 Services Enlisted Career Progression TR: AFI 34-254; Services 3M0X1 CFETP						A	A	-
2.4 3M0X1 AFSC Duties TR: Enlisted Classification Directory						A	A	-
2.5 Services Training Aids (STA) TR: AFI 34-254, 36-2201 V3						-	A	B
2.6 Purpose of CFETP TR: AFI 34-254, 36-2201 V3 and V5						A	A	B
2.7 Develop Work Center Training Plan/ Master Task Listing (MTL) TR: AFI 36-2201 V3	7					-	a	b
2.8 Trainee/Trainer Responsibilities TR: AFI 10-214, 34-254, 36-2201 V1-V5						-	A	B
3 FORCE SUPPORT RECOGNITION PROGRAMS TR: A1 Awards Program Guide; AFI 36-2852; HQ AFSVA CoP								
3.1 Evaluation Criteria and Responsibilities in Force Support Awards/Recognition Programs								

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

3.1.1 Legacy Awards/Installation/A1 Community Awards TR: AFI 36-2852; HQ AFSVA CoP						A	A	B
3.1.2 Individual Awards TR: AFI 36-2852; HQ AFSVA CoP						A	A	B
3.1.3 Program Awards TR: AFI 36-2852; HQ AFSVA CoP						A	A	B
3.2 Program Standards TR: AFI 36-2852; HQ AFSVA CoP						A	a	b
4 STRATEGIC CAPITAL IMPROVEMENT PLANNING TR: AFI 34-201, 34-202, 34-204, 34-209, 34-239, 34-246, 65-106, and 65-601 V1; HQ AFSVA CoP								
4.1 Services Equipment Replacement TR: AFI 34-204, 34-209, 65-106						-	A	B
4.2 Facility Improvement Requirements TR: AFI 34-204, 65-106, 65-601 V1						-	A	B
4.3 Prepare a 5-Year Financial & Strategic Plan TR: AFI 34-209	7					-	a	b
5 FINANCIAL MANAGEMENT TR: AFD 34-1 and 34-2; AFI 34-201, 34-202, 34-204, 34-209, 34-246, 34-407, and 65-106; AFMAN 34-214								
5.1 Sources of Funds/Income								
5.1.1 Appropriated Funds TR: AFI 65-106; AFMAN 34-214						A	A	B
5.1.2 Non-Appropriated Funds TR: AFI 34-201, 65-106; AFMAN 34-214						A	A	B
5.2 Budgeting Concepts TR: AFI 34-209, 65-106; AFMAN 34-214						A	A	B
6 CONTRACTS TR: AFD 64-1 and 64-3; AFI 34-239, 63-124, 64-102, and 64-302; AFMAN 34-240, 64-302; Flight Kitchen & Dining Facility Manager's Handbook; HQ AFSVA CoP								
6.1 Types of Contracts TR: AFI 63-124, 65-106, 65-601 V1						-	A	B
6.2 Contingency Contract Clause TR: AFI 34-239, 65-106, 65-601 V1						-	A	B
7 PROTECTION OF ASSETS TR: AFD 34-2; AFI 34-201, 34-202, 34-204, 34-209, 34-246, 65-106; AFMAN 23-110 and 34-214								
7.1 Internal Controls and Corrective Action								
7.1.1 Asset Accountability TR: AFI 34-201, 34-202, 34-209; AFMAN 34-212						A	B	B
7.1.2 Change Fund Procedures TR: AFI 34-202; AFMAN 34-212						A	B	B
7.1.3 Imprest Fund TR: AFI 34-202; AFMAN 34-212						A	B	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

7.1.4 Anti-Robbery Procedures TR: AFI 34-202, AFMAN 34-212						A	B	B
7.1.5 Cash Register Reports TR: AFI 34-202; AFMAN 34-212						A	B	B
7.1.6 Internal Controls Principles TR: AFI 34-202, 34-204; AFMAN 34-212						A	B	B
7.1.7 Conduct Inventory TR: AFI 34-201, 34-202, 34-204, 34-209; AFMAN 23-110, 34-212	✱					-	-	-
7.2 Make Change (Imprest fund and cashier procedures) TR: AFI 34-202; AFMAN 34-212	5					2b	b	b
8 MARKETING TR: AFI 34-104								
8.1 Marketing Concepts TR: AFI 34-104						A	A	A
8.2 Plan Marketing/Advertising TR: AFI 34-104						2b	b	b
9 SERVICES HUMAN RESOURCE MANAGEMENT TR: AFD 34-3; AFI 34-209, 34-246, 34-219, 38-201, and 38-204; AFMAN 34-214, 34-310, 38-208 V1 and 64-302; DoDI 1015.10, 1015.11								
9.1 Manpower Requirements								
9.1.1 Unit Manpower Document (UMD) TR: AFI 38-201, 38-204; AFMAN 38-208 V1						-	A	B
9.1.2 Unit Manpower Personnel Roster (UMPR)						-	A	B
9.2 Activity-Specific Differences In Appropriated Funds (APF) and Non-Appropriated Funds (NAF) Manpower Resource Principles								
9.2.1 Position Descriptions TR: AFI 34-209, 34-246; AFMAN 34-310						-	-	B
9.3 NAF Memorandum of Agreement (MOA) TR: AFMAN 64-302; DoDI 1015.10, 1015.11						-	A	B
10 FUNDAMENTALS OF FOOD PREPARATION TR: AFD 34-4; AFI 34-239, 40-104, and 48-116; AFMAN 34-240; USDA Food Code; Air Force Recipe System; Flight Kitchen Manager's Handbook; Dining Facility Manager's Quarterly Planner; HQ AFSVA CoP; The Art and Science of Culinary Preparation (textbook); Preface to the Worldwide Menu; AMCI 24-101 V14								
10.1 Cooking and Baking Terms TR: USDA Food Code; Preface to the Worldwide Menu; The Art and Science of Culinary Preparation; HQ AFSVA CoP						A	A	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

10.2 Moist and Dry Heat Cooking Methods TR: USDA Food Code; Preface to the Worldwide Menu; The Art and Science of Culinary Preparation; HQ AFSVA CoP						B	B	B
10.3 Functions of Ingredients Used in Pastry Production TR: USDA Food Code; AF Recipe System; Preface to the Worldwide Menu; The Art and Science of Culinary Preparation; HQ AFSVA CoP						B	-	-
10.4 Seasoning Agents TR: USDA Food Code; AF Recipe System; Preface to the Worldwide Menu; The Art and Science of Culinary Preparation; HQ AFSVA CoP						A	-	-
10.5 Measure Ingredients TR: AF Recipe System; Flight Kitchen Manager's Handbook; Dining Facility Manager's Quarterly Planner; Preface to the Worldwide Menu; The Art and Science of Culinary Preparation; HQ AFSVA CoP						2b	-	-
10.6 Taking Temperature Techniques TR: USDA Food Code, AF Recipe System	✳					2b	b	b
10.7 Apply Progressive Cooking and Waste Prevention TR: AFMAN 34-240; AF Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; HQ AFSVA CoP	✳					2b	b	b
10.8 Apply Knife Skills Techniques TR: AF Recipe System; The Art and Science of Culinary Preparation	✳					2b	-	-
10.9 Perform Taste Test TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbook; HQ AFSVA CoP						2b	-	-
10.10 Apply Leftover Procedures TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbook; HQ AFSVA CoP	✳					2b	-	-
10.11 Flight and Ground Support Meals TR: AFI 34-239; AFMAN 34-240; AMCI 24-101 V14; Flight Kitchen Manager's Handbook						A	B	B
11 PREPARE FOODS TR: AFI 34-239; USDA Food Code; Air Force Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle								
11.1 Prepare Meats TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.2 Prepare Seafood TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

11.3 Prepare Poultry TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu	✳					2b	-	-
11.4 Prepare Eggs TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.5 Prepare Fruits TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.6 Prepare Vegetables TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.7 Prepare Salads TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.8 Prepare Sauces TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.9 Prepare Gravies TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.10 Prepare Soups TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.11 Prepare Beverages TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.12 Prepare Starches TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.13 Prepare Sandwiches TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle	✳					2b	-	-
11.14 Prepare Quick breads TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle						2b	-	-
11.15 Prepare Cookies TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle						2b	-	-
11.16 Prepare Pastries TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle						2b	-	-

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

11.17 Prepare Desserts TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle						2b	-	-
11.18 Prepare Cakes and Frostings TR: USDA Food Code; AF Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle						2b	-	-
12 SERVING LINE TECHNIQUES TR: AFI 34-239; USDA Food Code; Air Force Recipe System; Preface to the Worldwide Menu; AF 14-day Worldwide Menu Cycle								
12.1 Garnish Food TR: AF Recipe System; Preface to the Worldwide Menu	✳					2b	b	b
12.2 Display/Replenish Food on Serving Line TR: AF Recipe System; Preface to the Worldwide Menu	✳					2b	b	b
12.3 Carve Meats TR: AF Recipe System; Preface to the Worldwide Menu	✳					2b	b	b
12.4 Apply Sauces and Gravies TR: AF Recipe System; Preface to the Worldwide Menu; AF 14-Day Worldwide Menu Cycle						2b	-	-
12.5 Select Serving Utensils TR: AF Recipe System; Preface to the Worldwide Menu; AF 14-Day Worldwide Menu Cycle						2b	-	-
12.6 Serve Proper Portions of Food TR: AF Recipe System; Preface to the Worldwide Menu; AF 14-Day Worldwide Menu Cycle	✳					2b	b	b
13 STOREROOM MANAGEMENT TR: AFI 34-239; AFMAN 34-240; USDA Food Code; Corporate Food Service (CFS) Handbook; HQ AFSVA CoP; Dining Facility & Flight Kitchen Manager's Handbooks								
13.1 Subsistence Receiving Inspection TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
13.2 Inspect Receiving of Subsistence TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks	✳					-	-	-
13.3 Subsistence Receiving/Rejecting Procedures TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
13.4 Storage Procedures TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

13.5 Apply Storage Procedures TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks	✳					-	-	-
13.6 Inventory, Transfer, Sales & Adjustment, and Subsistence Requirements TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
13.7 Food and Water Security TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
13.8 Linking and Nesting TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
13.9 Prime Vendor TR: AFI 34-239; AFMAN 34-240; USDA Food Code; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
14 SANITATION AND PERSONAL HYGIENE TR: AFI 34-239, 48-116, and 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks								
14.1 Personal Hygiene and Sanitizing								
14.1.1 Maintain Personal Hygiene TR: AFI 34-239, 48-116, 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						2b	-	-
14.1.2 Sanitize Facilities TR: AFI 34-239, 48-116, 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						2b	b	b
14.1.3 Sanitize Equipment TR: AFI 34-239, 48-116, 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						2b	-	-
14.2 Communicable Diseases TR: AFI 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						A	A	A
14.3 Perform Disease Control Measures TR: AFI 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						2b	b	b
14.4 Prevention of Insect and Rodent Infestation TR: AFI 48-116, 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks						B	-	-
14.5 Machine and Manual Dish Washing Procedures TR: AFI 48-116, 48-117; USDA Food Code						2b	-	-



Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

14.6 Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116; USDA Food Code; AF Recipe System						A	B	B
14.7 Apply Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116; USDA Food Code; AF Recipe System	✱					-	-	-
15 FOOD SERVICE AUTOMATION TR: AFI 34-239; AFMAN 34-240; Air Force Recipe System; Corporate Food Service (CFS) Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP								
15.1 Introduction to CFS TR: AFI 34-239; AFMAN 34-240; AF Recipe System; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP						A	-	-
15.2 CFS Terminology TR: AFMAN 34-240; AF Recipe System; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP						A	-	-
15.3 Operate Air Force Recipe System TR: AFI 34-239; AFMAN 34-240; AF Recipe System; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP	✱					2b#	-	-
15.4 Automated Documentation and Point of Sales (POS) TR: AFMAN 34-240; AF Recipe System; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP						A	-	B
16 FOOD SERVICE OPERATIONS TR: AFI 34-239, 34-262; AFMAN 34-240; AMCI 24-101 V14; Air Force Recipe System; The Art and Science of Culinary Preparation (textbook); USDA Food Code, Production Manager Checklist; HQ AFSVA CoP; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu Cycle; 14-Day Worldwide Menu Cycle								
16.1 Authorized Customers and Charges								
16.1.1 Daily Operations TR: AFI 34-239, 34-262; AFMAN 34-240; Production Manager Checklist; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu; 14-Day Worldwide Menu Cycle						A	A	B
16.1.2 Emergency Situations TR: AFI 34-239; AFMAN 34-240						A	B	B
16.1.3 Surcharges TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks						-	-	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

16.2 Shift Leader Principles and Management TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks						-	B	B
16.3 Menu Planning Standards								
16.3.1 Minimum Standards TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.2 Breakfast TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.3 Lunch TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.4 Dinner/Supper TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.5 Midnight TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.6 Brunch TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.7 Standard Menu TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.8 Air Force Recipe System TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.9 Production Log TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu						A	B	B
16.3.10 Utilize Production Log TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu	✱					-	-	-
16.4 Flight Feeding Operations								
16.4.1 Large Meal TR: AFMAN 34-240; AMCI 24-101 V14; Flight Kitchen Manager's Handbook						A	A	B
16.4.2 Small Meal TR: AFMAN 34-240; AMCI 24-101 V14; Flight Kitchen Manager's Handbook						A	A	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

16.5 Food Service Evaluation Records (AF Form 1038) TR: AFI 34-239; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
16.6 Complete Food Service Evaluation (AF Form 1038) TR: AFI 34-239; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks	✱					-	-	-
16.7 Planning Special Events (catering) TR: AFI 34-272; HQ AFSVA CoP						-	B	B
17 FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240, Food Service Accountant's Guide; Air Force Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; HQ AFSVA CoP; CFS Handbook								
17.1 Food Service Automated Reports TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP; CFS Handbook						A	B	B
17.2 Manual Forms & Reports TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP; CFS Handbook						A	A	B
17.3 Verify and Validate Prime Vendor Receipts TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP; CFS Handbook						A	A	B
17.4 Transfers TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP; CFS Handbook						A	A	B
18 PRIME VENDOR PROGRAM TR: AFI 34-239, 63-124; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks; HQ AFSVA CoP; DSCP web page; Preface to the Worldwide Menu								
18.1 Service Levels								
18.1.1 Account Representative Responsibilities TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks; DSCP Webpage						A	B	B
18.1.2 Fill Rates and Availability of Items TR: Dining Facility & Flight Kitchen Manager's Handbooks; DSCP webpage						A	B	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

18.1.3 Product Specifications TR: Dining Facility & Flight Kitchen Manager's Handbooks; DSCP webpage; Preface to the Worldwide Menu						A	B	B
18.1.4 Delivery Times/Emergency Orders TR: HQ AFSVA CoP; DSCP webpage						A	B	B
18.1.5 Substitution Rules/Coordination TR: HQ AFSVA CoP; DSCP webpage						A	B	B
18.1.6 Broken Cases TR: HQ AFSVA CoP; DSCP webpage						A	B	B
18.2 Catalog Procedures								
18.2.1 Authorized Items TR: HQ AFSVA CoP; DSCP webpage						A	B	B
18.2.2 Adding/Deleting Items TR: HQ AFSVA CoP; DSCP webpage						A	B	B
18.3 STORES Web								
18.3.1 Ordering TR: HQ AFSVA CoP; DSCP webpage; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks						A	B	B
18.4 Reconciliation								
18.4.1 Receipt Verification TR: HQ AFSVA CoP; DSCP webpage; CFS Handbook; Food Service Accountant's Guide						A	B	B
18.4.2 Adjustments TR: HQ AFSVA CoP; DSCP webpage; CFS Handbook; Food Service Accountant's Guide						A	B	B
19 CONTINGENCY FEEDING TR: AFD 10-2,34-2; AFI 10-214, 10-246, 10-403, 34-239, 48-116; AFMAN 23-110, 34-240; TM 09211A-14&P/1; TO 35E4-169-21-1, 35E4-169-31, 50 D 1-3-1, 35E5-6-1, 35C-3-512-1, 35E4-235.1, and 35E4169-21; WMP 1 SVS Supplement; TTP 3-34.1; AFH 10-247 V2; Food Service Accountant's Guide; HQ AFSVA CoP								
19.1 Set-up, Operate and Tear Down Contingency Feeding Platform								
19.1.1 Single Pallet Expeditionary Kitchen (SPEK) TR: TO 35E5-6-1, 35E4-235-1, 35E4-236-1, 35C2-3-512-1; TTP 3-34.1; AFH 10-247 V2; WMP 1 Services Supplement						2b	-	-
19.1.2 Basic Expeditionary Airfield Resources (BEAR) 550 Kitchen TR: TO 35E5-6-1, 35E4-169-31; TTP 3-34.1; AFH 10-247 V2; WMP 1 Services Supplement						2b	-	-

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

19.1.3 Containerized Deployment Kitchen (CDK) TR: TO 35E4-169-21-1, 35E4-169-21; TTP 3-34.1; AFH 10-247 V2; WMP 1 Services Supplement						2b	-	-
19.1.4 Contingency Feeding Planning Factors/Concepts TR: TTP 3-34.1; WMP 1 Services Supplement; AFMAN 34-240; AFH 10-247 V2						A	B	B
19.1.5 Contingency Accounting and Documentation TR: AFMAN 34-240; Food Service Accountant's Guide; WMP 1 Services Supplement; HQ AFSVA CoP						A	B	B
19.2 Operational Rations								
19.2.1 Procedures for Ordering Operational Rations TR: AFI 34-239; AFMAN 34-240; TTP 3-34.1; Food Service Accountant's Guide; WMP 1 Services Supplement; AFH 10-247 V2; HQ AFSVA CoP						-	b	-
19.2.2 Prepare and Serve "A" Rations TR: TTP 3-34.1; AFH 10-247 V2						2b	-	-
19.2.3 Prepare and Serve Standard Unitized Group Rations (UGRs) TR: TTP 3-34.1; AFH 10-247 V2						2b	-	-
19.2.4 Meals Ready to Eat (MRE) TR: TTP 3-34.1; AFH 10-247 V2						2b	-	-
19.3 Field Food Safety and Security								
19.3.1 Food and Water Security TR: AFI 34-239; AFMAN 34-240; AFH 10-247 V2; WMP 1 Services Supplement						A	B	B
19.4 Manual Recipe Yield Adjustments TR: AFMAN 34-240						2b	b	b
20 LODGING OPERATIONS TR: DODI 4165.63.M; AFI 23-111, 34-201, 34-202, 34-209, 34-219, 34-246, and 63-124; AFMAN 23-110, 34-310, 34-212, 34-214, and 36-203; AFD 34-3, 36-502, Joint Federal Travel Regulation (JFTR); DoD Pay Regulation, V7A; HQ AFSVA CoP; Innkeeper Checklist								
20.1 Lodging Entitlements								
20.1.1 Temporary Lodging Entitlement (TLE) TR: JFTR						-	A	B
20.1.2 Temporary Lodging Allowance (TLA) TR: JFTR						-	A	B
20.1.3 Basic Allowance for Housing (BAH) TR: DoD Pay Regulation, V7A						-	A	B
20.1.4 Authorized Guests TR: AFI 34-246 Table 2.1						A	-	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

20.2 Lodging Contract Quarters TR: AFI 34-246						-	A	B
20.3 Transient Quarters TR: AFI 34-246						A	B	-
20.4 Aircrew Support/PRIME Knight Operations TR: AFI 34-246						A	A	B
20.5 Front Desk Operations								
20.5.1 Lodging Cashier Functions TR: AFI 34-202						A	B	B
20.5.2 Perform Lodging Cashier Functions TR: AFI 34-202	✳					2b#	b	b
20.5.3 Reservation Process TR: AFI 34-246						A	B	-
20.5.4 Perform Reservation Processes TR: AFI 34-246						2b	b	b
20.5.5 Refund Procedures TR: AFI 34-202, 34-209; AFMAN 34-214						A	-	B
20.5.6 Shift Change Procedures TR: AFI 34-202; AFMAN 34-212						B	B	B
20.5.7 Deposits Procedures TR: AFI 34-209; AFMAN 34-212						B	B	-
20.5.8 Safeguard Valuables, Lost & Found Program TR: AFI 34-246; AFMAN 34-212						-	A	B
20.6 Guest Check-in and Check-out Procedures TR: AFI 34-246						2b#	b	b
20.7 Property Management System Overview TR: AFI 34-201, 34-202, 34-209; AFMAN 34-212, 34-214; HQ AFSVA CoP						A	A	B
20.8 Daily Reports								
20.8.1 Transient Occupancy TR: AFI 34-246						A	A	B
20.8.2 Front Desk Back-up TR: AFI 34-246						A	B	B
20.8.3 Perform Front Desk Back-up TR: AFI 34-246	✳					-	-	-
20.9 Non-Availability Concepts TR: AFI 34-246						A	A	B
20.10 Contract Lodging Authorization Sheet TR: AFI 34-246						A	B	-
20.11 Housekeeping Standards TR: AFI 34-246						A	A	B
20.12 Lodging Adequacy Standards TR: AFI 34-246						A	A	B
20.13 Lodging Facility Inspections TR: Innkeeper Checklist						A	A	B
21 LODGING FINANCIAL MANAGEMENT TR: AFD 34-2; AFI 34-209, 34-246, 65-106; AFMAN 34-214; HQ AFSVA CoP								

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

21.1 Financial Statements TR: AFI 34-246, 34-209						-	A	B
21.2 Income and Expense Budget TR: AFI 34-209						-	A	B
21.3 Accounts Payable Process TR: AFI 34-209						-	A	B
21.4 Lodging Rate Package Process TR: AFI 34-246						-	A	B
22 SUNDRY SALES AND STOCK LEVEL MANAGEMENT TR: AFI 34-209, 34-246, and 65-106; AFD 34-2; AFMAN 34-214; Program Training Aid NA-42; HQ AFSVA CoP								
22.1 Sundry Sales Program								
22.1.1 Stock Level Management Procedures TR: AFI 34-209						A	A	B
22.1.2 Inventory Resale Merchandise Procedures TR: AFI 34-209						A	A	B
22.1.3 Item Selection Principles TR: AFI 34-246						A	A	B
22.1.4 Pricing Strategy Principles TR: AFI 34-209						A	A	B
23 CONTINGENCY LODGING TR: AFI 10-214, 34-246 and 64-301; AFMAN 64-302; AFPAM 10-100; Prime RIBS Manager's Guide; HQ AFSVA CoP; TO 35E5-6-11; TTP 3-34.1, 3-34.3; AFD 34-9; WMP 1 Services Supplement								
23.1 Contingency Lodging CONOPS TR: AFI 10-214; TTP 3-34.1						-	A	B
23.2 Field Lodging Property Management System TR: TTP 3-34.1, 34.3						A	A	B
23.3 Make Contingency Lodging Assignments TR: TTP 3-34.1; AFI 10-214						2b	b	-
23.4 Locator Service Procedures TR: TTP 3-34.1; AFI 10-214						A	A	B
23.5 Issue & Accountability (cots and linen) Procedures TR: TTP 3-34.3						b	-	-
23.6 Contingency Laundry								
23.6.1 Self Help Laundry TR: TTP 3-34.1, 3-34.3						A	A	A
23.6.2 Contract TR: TTP 3-34.1; AFI 63-124						A	A	B

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

24 AIR FORCE FITNESS AND SPORTS PROGRAMS TR: AFI 10-248, 34-201, 34-262, 34-266, 40-101, and 63-124; AFMAN 23-110, 23-111, TTP 3-34.1and 3-34.5; Health Fitness Facility Standards and Guidelines (textbook); Health and Fitness Instructor Handbook (textbook); HQ AFSVA CoP Recreational Programming; Manufacturer's Maintenance Guides; Program Trainer Aids F-5; Activity Manager/Fitness/AF Fitness Center Operations Checklist								
24.1 FITNESS OPERATIONS MANAGEMENT/PROGRAM								
24.1.1 Daily Operations TR: AFI 34-266						A	B	B
24.1.2 Authorized Customers TR: AFI 34-266						A	A	B
24.1.3 Determine Authorized Customers TR: AFI 34-266	✳					-	-	-
24.1.4 Preventive Maintenance TR: AFI 34-266						A	B	B
24.1.5 Facilities Maintenance and Housekeeping								
24.1.5.1 Group Exercise Rooms TR: AFI 34-266						A	B	B
24.1.5.2 Indoor Sports Areas TR: AFI 34-266						A	B	B
24.1.5.3 Saunas/Steam Room/Pool TR: AFI 34-266						A	B	B
24.1.5.4 Showers/Locker Rooms TR: AFI 34-266						A	B	B
24.1.5.5 Field Maintenance TR: HQ AFSVA CoP; Activity Manager/Fitness/AF Fitness Center Operations Checklist						A	B	B
24.1.5.6 Safety Hazards TR: AFI 34-266						A	B	B
24.1.5.7 Determine Safety Hazards TR: AFI 34-266	✳					-	-	-
24.1.5.8 Fitness Operations TR: AFI 34-266						A	B	B
24.1.6 Staff Training Requirements								
24.1.6.1 Basic Staff Training TR: AFI 34-266						A	A	A
24.1.6.2 Core Management TR: AFI 34-266						A	A	A
24.1.6.3 Advanced Staff Training TR: AFI 34-266						A	A	A
24.1.6.4 Fitness Specialist Certification TR: AFI 34-266						A	A	A
24.1.6.5 Emergency Plans TR: AFI 34-266						A	A	A



Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

24.1.6.6 Execute Emergency Plans TR: AFI 34-266	✱					-	-	-
24.2 FITNESS PROGRAMS								
24.2.1 Core/Enhanced/Fitness Improvement Program (FIP)								
24.2.1.1 Group Exercise Class TR: AFI 34-266						A	A	B
24.2.1.2 Equipment Orientations TR: AFI 34-266						A	A	B
24.2.1.3 Fitness Assessments								
24.2.1.3.1 Musculoskeletal System TR: PTL Class/CIAR MEL Course						A	A	A
24.2.1.3.2 Major Muscle Groups TR: PTL Class/CIAR MEL Course						A	A	A
24.2.1.4 Fitness Improvement Programs TR: AFI 34-266						A	A	A
24.2.1.5 Incentive Programs TR: AFI 34-266						A	A	A
24.2.1.6 Special Events TR: AFI 34-266						A	A	B
24.2.1.7 Injury Prevention TR: PTL Class/CIAR MEL Course						A	A	A
24.2.1.8 Identify Injury Prevention TR: PTL Class/CIAR MEL Course	✱					-	-	-
24.2.1.9 Perform Training Exercises TR: PTL Class/CIAR MEL Course						2b	-	-
24.2.1.10 Demonstrate Physical Conditioning Regimen TR: PTL Class/CIAR MEL Course						1b	-	-
24.3 SPORTS PROGRAMS								
24.3.1 Sports Programs TR: AFI 34-266						A	B	-
24.3.1.1 Intramural								
24.3.1.1.1 Tournaments TR: AFI 34-266						A	B	B
24.3.1.1.2 Schedules TR: AFI 34-266						A	B	B
24.3.1.1.3 Bylaws TR: AFI 34-266						A	B	B
24.3.1.2 Extramural TR: AFI 34-266						A	B	B
24.3.1.3 Varsity/MAJCOM/AF TR: AFI 34-266						A	B	B
24.3.1.4 Fitness and Sports Advisory Council TR: AFI 34-266						A	B	B
24.4 Contingency Fitness and Sports CONOPS TR: TTP 3-34.1; HQ AFSVA CoP Recreational Programming						A	-	-

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

25 RECREATION AND CONTINGENCY OPERATIONS TR: AFI 10-214, 34-208, 34-219; AFH 10-247 V6; AFMAN 34-214; HQ AFSVA CoP Recreational Programming; WMP 1 Services Supplement; TTP 3-34.51 and 3-34.5								
25.1 Overview Recreation Programs								
25.1.1 Nonappropriated Fund Accounting TR: AFI 34-201 and 65-106; AFMAN 34-214						-	B	B
25.1.2 Apply Nonappropriated Fund Accounting Principles TR: AFI 34-201 and 65-106; AFMAN 34-214	✱					-	-	-
25.1.3 NAF Resale Operations TR: AFI 34-201 and 65-106; AFMAN 34-214; AFH 10-247 V6; TTP 3-34.1						A	B	B
25.1.4 Event Planning								
25.1.4.1 Plan Cost TR: AFI 34-201						2b	b	b
25.1.4.2 Plan Equipment TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						2b	b	b
25.1.4.3 Plan Location TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						2b	b	b
25.1.4.4 Plan Volunteers TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						2b	b	b
25.1.4.5 Plan Implement/Direct Event TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						2b	b	b
25.1.4.6 Plan Event After Action Report TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						2b	b	b
25.2 Concepts of Recreational Programming								
25.2.1 Directed TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						A	B	B
25.2.2 Self-Directed TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						A	B	B
25.2.3 Entertainment TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266						A	B	B
25.3 Learning Resource Centers (LRCs) CONOPS TR: TTP 3-34.1						A	A	A
25.4. Lounge Operations								
25.4.1 DRAM Shop and Theory of Legal Liability TR: AFI 34-219						A	A	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

25.4.2 Apply DRAM Shop and Theory of Legal Liability TR: AFI 34-219	✱					-	-	-
25.4.3 Responsibilities for Control and Sale of Alcoholic Beverages TR: AFI 34-219 and 34-208						A	A	A
26 CONTINGENCY PLANNING TR: AFD 10-2; AFI 10-214 and 10-222 V1 & V2, 10-401, 10-2501, 10-403, 10-404 and 63-124; AFH 10-247 all volumes; Prime RIBS Manager's Guide; HQ AFSVA CoP; TTP 3-34.1; TO 35E5-6-11; WMP 1 Services Supplement								
26.1 Base Support Plans TR: AFI 10-404						-	A	B
26.2 Services War Reserve Materiel (WRM) Assets TR: TTP 3-34.1; AFI 10-222 V2; WMP 1 Services Supplement						-	A	B
26.3 Command & Control Operations TR: AFI 10-2501; AFD 10-2; TTP 3-34.1						-	-	B
26.4 Operational Plans (OPLANS) TR: AFI 10-401 and 10-404						-	A	A
26.5 Time Phase Force Deployment Data (TPFDD) TR: AFI 10-401						-	A	A
26.6 Deployment Requirements Manning Document (DRMD) TR: AFI 10-403						-	A	A
26.7 War Mobilization Plan Volume1, Services Supplement TR: AFI 10-401; WMP 1 Services Supplement						-	A	B
26.8 Force Beddown TR: AFI 10-401 and 10-403; TTP 3-34.1						-	A	B
26.9 Erect Contingency Shelters TR: TO 35 E56-11						2b	-	-
26.10 Develop Force Beddown Plan TR: AFI 10-222 V1, 10-401 and 10-403; TTP 3-34.1						-	-	b
27 READINESS MANAGEMENT TR: AFD 10-2; AFI 10-201, 10-214, 10-244, 10-401, 10-403, and 10-404; AFPAM 10-100; Prime RIBS Manager's TAB 8; HQ AFSVA CoP; WMP 1 Services Supplement; DFARS subpart 237.70								
27.1 Unit Deployment Manager Responsibility TR: AFI 10-214 and 10-403						-	A	B
27.2 Home Station, Force Support Combat, and Ancillary Training Requirements TR: AFI 10-214 and 10-403						A	B	B
27.3 Air Reserve Component (ARC) Augmentation TR: AFI 10-214						-	-	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

27.4 Individual Mobility Requirements								
27.4.1 Mobility Bag TR: AFI 10-403; AFPAM 10-100						A	A	-
27.4.2 Power Of Attorney TR: AFI 10-403; AFPAM 10-100						A	A	-
27.4.3 Mobility Folder TR: AFI 10-403; AFPAM 10-100						A	A	-
27.4.4 Dependent Care TR: AFI 10-403; AFPAM 10-100						A	A	-
27.4.5 Will TR: AFI 10-403; AFPAM 10-100						A	A	-
27.4.6 Servicemember Group Life Insurance (SGLI) TR: AFI 10-403; AFPAM 10-100						A	A	-
27.5 Readiness Reporting TR: AFI 10-201, 10-214 and 10-244						-	A	B
27.6 Force Modules TR: AFI 10-401; TTP 3-34.1						A	A	B
27.7 Unit Type Code (UTC) Concepts TR: AFI 10-401, 10-403 and 10-214; Prime RIBS Manager's Guide						A	A	B
27.8 War Fighting Requirements Review/Services Combat Operations Board (WFRR/SCOB) TR: AFI 10-214						-	A	A
28 MORTUARY AFFAIRS TR: AFH 10-247 V4; AFI 34-1101, 34-242 and 34-244; AFPD 34-5; AFPAM 34-259, 34-260 and 34-261; HQ AFSVA CoP; JP 4-06								
28.1 Mortuary Affairs Administration TR: AFI 34-242						A	A	B
28.2 Family Liaison Officer (FLO) Program Concepts TR: AFI 34-242 and 34-1101						-	A	A
28.3 Survivor Assistance Program (SAP) Concepts TR: AFI 34-242, 34-1101						-	A	A
28.4 Mortuary Eligibility and Benefits TR: AFI 34-242; AFMAN 34-260 and 34-261						-	A	B
28.5 Case File Management TR: AFI 34-242						-	A	B
28.6 Honor Guard Program TR: AFI 34-242						A	A	A
28.7 Search and Recovery TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	B	B
28.8 Funding for Funeral Entitlements and Supplies TR: AFI 34-242						-	-	A
28.9 Concepts of Evaluating Contract Mortuary Service TR: AFI 34-242; DFARS subpart 237.70						-	-	A
28.10 Options for Transportation of Remains TR: AFI 34-242; AFPAM 34-259						-	A	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

28.11 WARTIME MORTUARY								
28.11.1 Wartime Mortuary Operations TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	B	B
28.11.2 Remains Processing TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	B	B
28.11.3 Temporary Burial TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	B	B
28.11.4 Wartime Search & Recovery TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	B	B
28.12 Fatality Search and Recovery Team (FSRT) TR: AFI 34-242; AFH 10-247 V4; JP 4-06						A	A	A
29 PROTOCOL TR: AFI 34-1201 and 65-601 V1; AFPAM 32-1202; United States Code, Title 4, Chapter 1, Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6, 1005.10, 1005.8 and 5500.7-R, D								
29.1 Air Force Protocol Etiquette and Responsibilities TR: AFI 34-1201						A	A	B
29.2 Distinguished Visitors (DV) Security/ OPSEC/ COMSEC Procedures TR: AFI 34-1201						-	A	B
29.3 Flags TR: United States Code, Title 4						-	A	B
29.4 Funding TR: AFPAM 34-1202; AFI 65-601 V1						-	-	A
29.5 Gifts TR: AFPAM 34-1202						-	-	A
29.6 Management Agenda/ Pre-Visit Planning TR: AFPAM 34-1202						-	-	A
29.7 Transportation TR: AFPAM 34-1202						-	-	B
29.8 Determine Titles, and Forms of Address								
29.8.1 Precedence TR: AFI 34-1201						-	A	B
29.8.2 Seating TR: AFPAM 34-1202						-	A	B
29.9 Customs and Courtesies TR: AFI 34-1201						-	A	A
29.10 Forms of Address TR: AFI 34-1201						-	A	A
29.11 Administration TR: AFPAM 34-1202						-	A	B
29.12 Flight Line								
29.12.1 Flightline Guidance/ Pre-Arrival/ Flight Status TR: AFI 34-1201						-	-	A

Services STS Worksheet		3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	A	B	C
		Trng Start	Trng Done	Trainee Initials	Trainer Initials	3 Skill Level (1) Course	5 Skill Level (1) CDC	7 Skill Level (1) CDC

29.12.2 Arrival Considerations/ Arrival/ Greeting TR: AFI 34-1201						-	-	A
29.12.3 Flightline Ceremony/ Departure/ DV Lounge TR: AFI 34-1201						-	-	A
29.13 Functions								
29.13.1 Conferences TR: AFI 34-1201; AFPAM 34-1202						-	-	A
29.13.2 Military Ceremonies TR: AFPAM 34-1202						-	-	A
29.13.3 Military and Social Functions TR: AFPAM 34-1202						-	-	A
29.13.4 Escorts TR: AFPAM 34-1202						-	-	A
29.13.5 Dining-In/Dining-Out TR: AFPAM 34-1202						-	-	A
29.14 Expeditionary Protocol								
29.14.1 Deployment TR: TTP 3-34.1						-	A	A
29.14.2 Joint Operations TR: TTP 3-34.1						-	A	A
29.14.3 Coalition Operations TR: TTP 3-34.1						-	A	A

## **SECTION B -- Course Objective List**

**3. Course Objectives.** These objectives are listed in the sequence taught by Block of Instruction. Because the Services career field is ever changing, we are providing a website with a “living” course objective list (COL). As changes are made to the courses they will also be made to the website. Use the following link to get started, <https://wwwmil.lackland.af.mil/orgs/37trq/344trs/services/index.asp> and then navigate to the COL by selecting the Services Apprentice and Diet Therapy Course L3ABR3M031 0L5X/L3AQR4D031 0L5X.

3.1. Initial Skills Course.

L3ABR3M031 0L5X/L3AQR4D031 0L5X, Services and Diet Therapy Apprentice Course.

3.2. Supplemental Courses.

L3ARR3M051 0L5X/L7ART3M051 0L5X

L7ART3M051 0L6X

L6ONU34MX 0L5X

Fitness Specialist Course (in-residence/MTT)

Shift Leader Course

Activity Manager Course

## **SECTION C -- Support Materials**

**4. Purpose.** The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

4.1. Services Training Aid (STA). STAs are developed by the HQ AFSVA designed to help training managers and trainers conduct effective, standardized training throughout the Services career field. It lists or references the information necessary to conduct training. STAs are training tools while the STS is the authorized means of documenting training. STAs are not designed to let the trainees train themselves. The trainer should review applicable portions of STA before training begins. The STAs can be found in the Library under Resources on the Force Support Knowledge Center (<https://fskc.csd.disa.mil/kc/login/login.asp>).

4.2. Upgrade Training Qualification Task requirements (QT). Upgrade training (QTs) are developed at the local level by the work center supervisor IAW AFI 36-2201 V3. QTs are tasks required for the duty position assigned and identified in the Master Task Listing (MTL) and the trainee’s training record.

## **SECTION D -- Training Course Index**

**5. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in the career field training programs.

#### 5.1. Air Force in-Residence Courses.

Course Number	Title	Location	User
L3ABR3M031 0L5X	Services Apprentice Course	Services Academy	*3M0X1

\*newly assigned to 3M0X1 career field

L3ARR3M051 0L5X	Fitness Specialist Course	Services Academy	*3M0X1
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\*Personnel assigned to a fitness center. Must complete within 180 days of being assigned per AFI 34-266. Not necessary if MTT Fitness Specialist Course was previously taken.

#### 5.2. Air University (CDC) Courses.

Course Number	Title	Location	User
3M051A	Services Journeyman (Services General and Food)	Services Academy	3M0X1
3M051B	Services Journeyman (Lodging, Fitness, Readiness)	Services Academy	3M0X1
3M071A	Services Craftsman (Services General and Food)	Services Academy	3M0X1
3M071B	Services Craftsman (Lodging, Fitness, Readiness)	Services Academy	3M0X1

#### 5.3. Exportable Courses.

Course Number	Title	Location	User
L6ONU34M3 0L5X	Activity Manager Course	Online	*3M0X1

\*Newly assigned APF activity managers

#### 5.4. Mobile Training Teams.

Course Number	Title	Location	User
L7ART3M051 0L5X	Fitness Specialist Course	Various	*3M0X1

\*Personnel assigned to a Fitness Center. Must complete within 180 days of being assigned per AFI 34-266 para 1.4. Not necessary if in-residence Fitness Specialist Course previously taken.



L7ART3M051 0L6X	Shift Leader Course	Various	*3M0X1
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\*Personnel assigned as a food service shift leader.

5.5. Air University: Ira C. Eaker Center for Professional Development: Air Force Human Resource Management School (AFHRMS).

Course Number	Title	Location	User
MFSS-200	Protocol	Maxwell AFB	3M0X1
MFSS-255	Mortuary Technician	Maxwell AFB	3M0X1
MFSS-275	FSS Contingency	Maxwell AFB	3M0X1

### ***SECTION E -- MAJCOM Unique Requirements***

#### **6. AFSPC Missile Chefs.**

Reference for JQS.